

## Instructions for using Adobe Forms

The project inspection forms are provided in Adobe pdf format. In order to use these forms, one of the following Adobe products must be used. The key features of each product are provided below, as well as the approximate cost (as of 1/28/00). Visit the Adobe web site at the following address for more details and current prices:

<http://www.adobe.com>

Product	Key Features	Approx. Cost
<b>Adobe Acrobat Reader 4.0</b>	Allows the user to view, fill, and print Adobe pdf forms, but does not allow the filled-in values to be saved.	Download for free or purchase CD for \$14.95
<b>Adobe Acrobat Business Tools</b>	Allows the user to view, fill, and print pdf forms. This product also allows the user to save copies of the filled-in forms for later use or for e-mailing to others.	List Price \$79.95
<b>Adobe Acrobat 4.0</b>	This product provides all of the capabilities of the Business Tools product. It is a full-featured product which also allows the user to create or modify pdf forms.	List Price \$249.00

### Specific instructions for filling the inspection forms are provided below:

- The fields which can be filled-in are highlighted in yellow.
- Use the tab key to move from field-to-field. Use the shift-tab combination to move backwards between the fields. You can also use the mouse to move to the various fields. ( Always tab out of the last field prior to printing ! )
- Date fields should be keyed in using the following format: mm/dd/yy (e.g., 12/25/99)
- As noted above, if you use the free **Acrobat Reader** software to view and fill in these forms, you can print them, but you cannot save the data. Of the products listed above, **Adobe Acrobat Business Tools**, is probably the best investment for most users as the filled-in form data can be saved with this product. We would recommend purchasing the higher cost **Adobe Acrobat** product only if you have a need to create or modify forms.